

**TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL**

NASA/GODDARD SPACE FLIGHT CENTER

**REQUEST FOR TASK PLAN / TASK ORDER**

<b>CONTRACTOR</b>	<b>CONTRACT NO./TASK NO.</b>	<b>JOB ORDER NUMBER</b>	<b>APPROP. FY</b>
QSS Group, Inc.	NAS5- 99124 TASK NO. 300 AMENDMENT	509-039-02-05-89	00

**TASK TITLE:** (NTE 80 characters; include Project name)  
Code 570 Systems Administration

**APPROVALS:** (Type or print name and sign)

**ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)**

A. Christie Grant <i>A. Christie Grant</i>	DATE	ORG CODE	MAIL CODE	PHONE
	6/12/00	571	571	x6-4811

**BRANCH HEAD**

Brent Robertson <i>Brent Robertson</i>	DATE	CODE	PHONE
	6/12/00	571	x6-6392

**CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

Robert Lebar, Jr. <i>Robert Lebar, Jr.</i>	DATE	CODE	PHONE
	6/13/00	560	x6-6588

**FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE?**  
(If YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)

**CONTRACTING OFFICER'S QUALITY REP.**

**DESIGNATED FAM:**

☒ NO ☐ YES

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.

(To be completed by Contracting Officer)

**C.O. Requested Quote on:**

**Date:** JUN 15 2000

Contractor will develop specification or statement of work under this task for a future procurement. ☐ YES ☒ NO

Flight hardware will be shipped to GSFC for testing prior to final delivery. ☐ NO ☐ YES ☒ N/A

Government Furnished Property/Facilities: ☒ NO ☐ YES -- SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)

Onsite Performance: ☐ NO ☒ YES If yes: ☒ TOTAL ☐ PARTIAL  
If partial, indicate onsite work in SOW by asterisk (\*)

Surveillance Plan Attached: ☒ NO ☐ YES

Highlighted Contract Clauses: (to be completed by Contracting Officer)

Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be July 6, 2000.

**INCENTIVE FEE STRUCTURE** (check one)

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

☒ No. 3  
Cost 25%  
Schedule 25%  
Technical 50%

(To be completed by Contracting Officer)

The target cost of this task order is \$ 68,596

The target fee of this task order is \$ 4,459

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 73,055

The maximum fee is \$ 6,517

The minimum fee is \$0.

**AUTHORIZED SIGNATURE:**

THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"

*Elizabeth J. Austin*

7/25/00

**ELIZABETH J. AUSTIN**

**CONTRACTING OFFICER**

SIGNATURE OF CONTRACTING OFFICER

DATE

TYPED NAME OF CONTRACTING OFFICER

**CONTRACTOR'S ACCEPTANCE:**

AUTHORIZED SIGNATURE

DATE

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QSS Group, Inc.	NAS5- <b>99124</b>	<b>300</b>	

Applicable paragraphs from contract Statement of Work:

**STATEMENT OF WORK:** (Continue on blank paper if additional space is required)

The contractor shall provide the following services for the Guidance, Navigation and Control Center, code 570, to support its work on various flight and R&D projects:

1. Network administration, host administration, client/server support and maintenance of the NT servers in Code 570.
2. Maintenance and repair of existing workstations (software and hardware).
3. Configuring systems for performance, security and network compatibility.
4. Provide periodic full backups of servers and workstations for various flight projects used to support I&T, operations, software development and hardware, and R&D projects.
5. Maintain databases of project support equipment.

**PERFORMANCE SPECIFICATIONS:**

1. Daily backups of servers and monthly backups of workstations.
2. Provide monthly report to ATR on system status and issues of concern.
3. Follow NASA-GSFC IT security manual NPG 2810 in addressing IT breaches and/or problems.

**APPLICABLE DOCUMENTS:**

NPG 2810, NASA-GSFC IT Security Manual

**TASK END DATE:** 6/30/01**MILESTONES/DELIVERABLES AND DATES:**

- |                                                         |                                |
|---------------------------------------------------------|--------------------------------|
| 1. Backups of servers                                   | Weekly                         |
| 2. Backups of workstations                              | Monthly                        |
| 3. Technical Progress Report                            | Monthly; due 15th of the month |
| 4. Report to ATR on system status and issues of concern | Monthly                        |
| 5. Status meetings with ATR                             | Weekly                         |

**PERFORMANCE STANDARDS:**

**Schedule:** On-time delivery of the above deliverables  
**Technical:** ATR's acceptance of the above

**FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):**

A. Christie Grant, building 11, room S103